



TO: Adult Education Consortia Partners

FROM: Gina DelSanto, Ph.D. *GD*
Senior Deputy Commissioner, Policy, Education and Training

DATE: February 3, 2012

SUBJECT: DWD Policy 2011-10
Adult Education Professional Qualifications and Development

Purpose

This policy establishes the minimum qualifications and ongoing professional development expectations for the Indiana adult education (AE) staff.

Rescission

None

Content

The Department of Workforce Development (DWD), Division of Adult Education is committed to raising and sustaining the level of expertise of its adult educators in order to effectively serve Indiana's adult learner population. Establishing minimum qualifications and ongoing learning opportunities for AE staff ensures quality teaching and programming.

Staff Qualifications

AE program directors and instructors must have a bachelor's degree. All teaching aides must have a high school diploma or General Educational Development (GED) certificate. Providers may set more stringent qualifications, such as requiring instructors to hold a valid teacher certificate or a bachelor's degree in a relevant discipline.

Eligible adult education providers are not subject to IC 20-28-6 and, therefore, may elect not to employ an adult education teacher using the regular or temporary teacher's contract or supplemental service contract.

Requirements for Professional Development

The Adult Education and Family Literacy Act, Title II of the Workforce Investment Act (WIA—P.L.105--220) allocates funding for professional development activities that enhance the quality of adult education programs. Per this provision, all regions were required to submit professional development plans.

DWD has established four categories of professional development, sample training topics within this category, and required trainings. All AE program directors and instructors must complete required trainings listed in the table below. Other trainings may be required per the regional plan and/or at the discretion of DWD.

Professional Development Categories	Sample Training Topics	Required Training Topics
Orientation to adult education	<ul style="list-style-type: none">• Student orientation and intake activities• AE InTERS webinars/trainings• Innovative andragogical teaching strategies• Career pathways/career development	<ul style="list-style-type: none">• Program orientation for new teachers• AE InTERS
Curriculum and Instruction	<ul style="list-style-type: none">• Lesson planning• Teaching mathematics• GED+• Distance learning technology• Teaching adults with disabilities	<ul style="list-style-type: none">• Online Remediation Tool
Assessment and evaluation	<ul style="list-style-type: none">• Webinars or Trainings on TABE and TABE CLAS-E	<ul style="list-style-type: none">• TABE• TABE CLAS-E
English as a Second Language/Civics	<ul style="list-style-type: none">• Language acquisition theory for the adult learner• English conversation and speaking activities	

Program directors are responsible for informing teachers and staff of required and optional professional development opportunities in a timely manner and should support participation by allowing release time and outlining reimbursable expenses.

Tracking and Reporting

Providers must record all professional development activities and staff professional development hours in AE InTERS. DWD will monitor professional development in AE InTERS. If requested, providers should be able to provide DWD with documentation of training such as attendance sheets and/or attendance lists for webinars. If DWD determines a program is not meeting the requirements of this policy, DWD may identify the program for improvement per the Program Monitoring and Improvement Policy (DWD Policy 2011-XX).

DWD recommends programs re-assess staff professional development needs on an annual basis and maintain an annual professional development plan for each staff member.

Effective Date

Immediately

Ending Date

Upon Rescission

Ownership

Division of Adult Education

DWD Policy 2011-10

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Action

Indiana's adult education system will follow the guidance contained in this policy.